

**CEMETERY AND FUNERAL BUREAU**

P. O. BOX 989003

WEST SACRAMENTO, CA 95798-9003

(916) 574-7870 FAX (916) 574-8620

**APPLICATION FOR CEMETERY BROKER LICENSE**
☐ **EXAMINATION AND/OR LICENSE FEE \$400 OR** ☐ **RE-EXAMINATION FEE \$100**
License Type/Number Issued**SECTION A: APPLICANT INFORMATION**

Last Name		First		Middle Initial	
Residence Address		City		State CA	Zip Code
Business Address		City		State CA	Zip Code
Mailing Address for Business (If different than above)		City		State	Zip Code
Residence Telephone Number ()		Daytime Telephone Number ()		Are you a California resident? Yes <input type="checkbox"/> No, <input type="checkbox"/> you cannot be licensed	
Date of Birth	Social Security Number		E-mail Address (Not required)		

I wish my license to be issued: ☐ As soon as possible ☐ Held until July 1st**All Broker licenses expire on
June 30th of each year.****List all Broker licenses you currently hold or held as of June 30th of the preceding year**

(circle type and add license number, attach an additional page if needed)

<input type="checkbox"/> CBA _____	<input type="checkbox"/> CBA _____	<input type="checkbox"/> CBA _____	<input type="checkbox"/> CBA _____	<input type="checkbox"/> CBA _____	<input type="checkbox"/> CBA _____
<input type="checkbox"/> CEB _____	<input type="checkbox"/> CEB _____	<input type="checkbox"/> CEB _____	<input type="checkbox"/> CEB _____	<input type="checkbox"/> CEB _____	<input type="checkbox"/> CEB _____
<input type="checkbox"/> CBB _____	<input type="checkbox"/> CBB _____	<input type="checkbox"/> CBB _____	<input type="checkbox"/> CBB _____	<input type="checkbox"/> CBB _____	<input type="checkbox"/> CBB _____

SECTION B: EXAMINATION INFORMATION (If applicable, exam applicants only)Have you previously taken the examination you are applying for? No ☐ Yes ☐

If yes, indicate previous test date(s) _____

Are you applying to take more than one exam on the same date? No ☐ Yes ☐

If yes, what other exam have you applied to take? _____

SECTION C: FILING STATUS-CHOOSE ONE (Requirements for each Broker type are not necessary to sit for the exam, however a license will not be issued until the requirements have been received)

<input type="checkbox"/> Corporate Broker	Name of Cemetery		License Number of Cemetery
	Federal Taxpayer ID Number	Submit a Corporate Resolution authorizing you to become the Broker on behalf of the Cemetery.	
	I am applying as the <input type="checkbox"/> Main Broker (CEB) <input type="checkbox"/> Additional Broker (CBA)		
<input type="checkbox"/> Individual Broker	Submit a \$10,000 Surety Bond		

FOR BUREAU USE ONLY

Date Cashiered		Amount Cashiered		ATS Number		Receipt Number	
SID Number/On File With	Exam Required	Petition	2 years Experience	Exam Date/Results	Corporate Resolution	\$10,000 Bond	

SECTION D: QUALIFICATIONS- List all your cemetery salesperson licenses, at least 2 years salesperson experience required, or submit a petition. (Exam applicants only)

CES License Number	Date Issued	Held For
		_____ Years _____ Months
		_____ Years _____ Months
		_____ Years _____ Months
		_____ Years _____ Months

PETITION FOR TWO YEARS GENERAL CEMETERY EXPERIENCE (Subject to Bureau approval)

Attach a petition, outlining in detail, your employer(s), and dates of employment, with your specific duties and responsibilities.

SECTION E: BACKGROUND INFORMATION

Has the Cemetery and Funeral Bureau ever issued you a personal license? No ☐ Yes ☐

If yes, provide license type(s), number(s) and date(s) issued: _____

Have you previously submitted fingerprint cards or a copy of a Request for Live Scan Service Form to the Cemetery and Funeral Bureau? No ☐ Yes ☐

If yes, for what license type, number and the approximate date? _____

If no, submit with this application a copy of request for Live Scan Service form verifying that fingerprints have been scanned and all applicable fees have been paid.

Have you ever been convicted of, or pled no contest to, a violation of any law of the United States, any state or local jurisdiction, or any foreign country? No ☐ Yes ☐

If yes, attach an explanation that includes the type of violation, the date, circumstances and location, and the complete penalty received. Also include copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.

You must include all misdemeanor and felony convictions, regardless of the age of the conviction, including those which have been set aside and/or dismissed under Penal Code Section 1000 or 1203.4 (Traffic violations of \$500.00 or less need not be reported).

Have you ever had any professional or vocational license or registration denied, suspended, revoked, placed on probation or other disciplinary action taken by this or any other governmental authority in this state or any other state, or any foreign country? No ☐ Yes ☐

If yes, attach an explanation that includes the license type, the action taken, by what state, and the date. Also include a copy of the administrative action, and if applicable, copies of court documents, arrest records, verification of restitution received by the court, and verification of successful completion of probation.

SECTION F: APPLICANT CERTIFICATION

I certify under penalty of perjury under the laws of the State of California that all statements furnished in connection with this application are true and accurate.

Signature of Applicant

Date

Note: The information solicited on this form is required pursuant to Business and Professions Code Section 9700. All items in this application are mandatory; none are voluntary, unless indicated. Failure to provide any of the requested information will result in the application being considered incomplete (incomplete applications are subject to abandonment one year from the date the applicant is notified of deficiencies). All information provided will be used to determine qualification for licensure, per the Business and Professions Code that authorizes the collection of this information. Per California Civil Code Section 1798.17 (Information Practice Act), the Chief of the Cemetery and Funeral Bureau is responsible for maintaining information in this application. This information may be transferred to other governmental and enforcement agencies. Individuals have the right to review the records maintained on them by the agencies, unless the records are exempt by Section 1798.40 of the Civil Code. Requests for information may be addressed to the custodian of records: Bureau Chief, Cemetery and Funeral Bureau, 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834, (916) 574-7870.

Section 30 of the Business and Professions Code and Public Law 94-455 (42 U.S.C.A. 405 (c)(2)(c)) authorizes the collection of your Social Security Number (SSN). The disclosure of your SSN is mandatory. The information will be used exclusively for tax enforcement purposes and for purposes of compliance with Section 11350.6 of the Welfare and Institutions Code. If you fail to disclose your SSN, you will be reported to the Franchise Tax Board, which may assess a \$100.00 penalty against you. Questions regarding this requirement must be directed to the Franchise Tax Board: So. California (800) 852-7050, No. California (800) 852-5711, or Sacramento at (916) 369-0500.



CEMETERY AND FUNERAL BUREAU
PO Box 989003
West Sacramento, CA 95798-9003
(916) 574-7870 FAX (916) 574-8620



INFORMATION AND INSTRUCTIONS FOR CEMETERY BROKER EXAMINATION AND/OR LICENSURE

A Cemetery Broker is a person who (1) sells or offers for sale, (2) buys or offer to buy, (3) lists, (4) leases or offers to lease, or (5) solicits or negotiates the purchase, sale, lease or exchange of cemetery property or interments services.

TO BE ELIGIBLE TO TAKE THE CEMETERY BROKER EXAM YOU MUST:

- ✓ Have two years experience working as a cemetery salesperson, or submit a petition outlining in detail, two years general cemetery experience with your specific duties and responsibilities.
- ✓ Be a California resident
- ✓ Have committed no acts or crimes constituting grounds for license denial under Section 480 of the Business and Professions Code.

TO BE CONSIDERED COMPLETE, YOUR APPLICATION MUST CONTAIN:

- ✓ A completed Application for Cemetery Broker License.
- ✓ Application and examination fee of \$400.00, or a re-examination fee of \$100.00.
- ✓ Copy of Request for Live Scan Service form verifying that fingerprints have been scanned and all applicable fees have been paid if required.
- ✓ If you do not have two years Cemetery Salesperson experience, submit a petition outlining in detail, two years general cemetery experience with your specific duties and experience you feel qualifies you to take examination.

Additional Requirements, to be completed prior to licensure (these can be submitted with your application or when you pass the exam)

- ✓ If you are applying as a Corporate Broker, submit a Corporate Resolution authorizing you to become the Corporate Broker on behalf of the Cemetery.
- ✓ If you are applying as an individual, submit a Surety Bond in the amount of \$10,000.

The license term is one year, the renewal fee is \$300.00; the late fee is \$150.00. The renewal fee for multiple corporate officers or partners is \$100.00; the late fee is \$50.00.

Mail your completed application with the appropriate processing fee payable to the:

Cemetery and Funeral Bureau, P.O. Box 989003, West Sacramento, CA 95798-9003, or
Priority Mail: 1625 North Market Blvd., Suite S-208, Sacramento, CA 95834.